



# JOB OPPORTUNITY

## CALIFORNIA DEPARTMENT OF INSURANCE

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### CHIEF, FRAUD BUREAU, DOI

\$7,697 - \$9,667

### ENFORCEMENT BRANCH - SOUTHERN CALIFORNIA

**RESPONSIBILITIES:** Under the general direction of the CEA A, Fraud Division Chief, the incumbent plans, organizes, and coordinates the work of multiple offices within the Southern geographical region engaged in the criminal investigation of insurance fraud and related penal statutes. Additionally, the incumbent serves concurrently as a designated program specialty expert within the Fraud Division. Incumbent is responsible for the operation of a major regional area of the state; manages, directs and administers the overall activities of a large number of subordinate staff; sets and monitors goals and objectives; ensures equitable appraisals using performance standards; resolves conflict, including discipline and grievances; ensures that the major regional area's fiscal and program integrity is maintained and is in alignment with the Fraud Division statewide objectives and goals. On a statewide basis, serves as a designated program specialty expert within the Fraud Division; as required by the Fraud Division Chief, the incumbent appears before executive, legislative, industry and public forums. Monitors and exercises regional area control through the Captains/supervisors for all anti-fraud program activities including those of the Automobile Insurance Fraud Program, the Workers' Compensation Fraud Program, the Organized Automobile Fraud Interdiction "Urban Grant" Program, the Disability and Health Program, and Property, Casualty, and Life fraud programs. The incumbent sets and adjusts program direction and priorities to conform to Department, Branch, and regional needs. Ensures that appropriate support is provided to the major regional area's anti-fraud programs, regional offices and task forces. The incumbent is responsible for the implementation of any new programs in his/her designated regional area as may be assigned. ***This position is designated as peace officer. Background check, fingerprinting and approval of psychological screening and medical examination are required for applicants who are new to the Enforcement Branch.***

### DESIRABLE QUALIFICATIONS:

- Recent experience in State service as a peace officer;
- Ability to be self-motivated, to motivate others, to set and achieve goals, and to operate with a high degree of independence;
- Ability to successfully perform the administrative duties of the job;
- Ability to maintain confidentiality of sensitive cases, involving EEO issues, employee misconduct, labor issues, or having a significant impact to the Department;

3/13/14 EMC

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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- Ability to serve as liaison with other law enforcement agencies in the region, including, but not limited to, District Attorneys, FBI, Postal Inspectors, CHP;
- Possess excellent interpersonal and communication skills and able to work with management at all levels of the organization.
- Ability to appear before and communicate at executive, legislative, industry, and public forums.
- Ability to operate within budget allocations.

**WHO MAY APPLY:** Applications will be accepted from current CDI employees at the Chief, Fraud Bureau level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

### STATEMENT OF QUALIFICATIONS:

In order to be considered for this position, submit a completed standard State of California application and a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the SOQ. Applicants who fail to submit the SOQ may be eliminated from the selection process.

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "CHIEF, FRAUD BUREAU, PSN # 413-176-7545-003" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email [eva.crew@insurance.ca.gov](mailto:eva.crew@insurance.ca.gov)

**FINAL FILING DATE:** March 28, 2014 by 5 p.m., Close of Business

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**NOTE:** Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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